

Complete these sentences with the correct form of the verbs from the box in Exercise A. Use a good dictionary to help you.

- 1 Following the merger, the office layout was reorganised to accommodate the new staff.
- 2 The most successful change in our company was the decision to the company. Now there is more opportunity for promotion.
- 3 It is now so expensive to rent offices in the city centre that many companies are their operations to purpose-built business parks at the city limits.
- 4 The company has recently its workforce. Reducing the number of employees is the best way to stay profitable in the current economic climate.
- 5 To improve efficiency, the company has introduced new working practices. The HR department will all sales staff.
- 6 One of our products hasn't been selling well recently. The marketing team has decided to take it off the market and it next year with new packaging.
- 7 The IT department report recommended that the company the computer system as soon as possible.
- 8 The CEO thinks that too many decisions are made at Head Office. She wants to the decision-making process so that branch managers are more involved at an earlier stage.
- 9 The company has finalised the plans to the disused car-park site. It is going to become a fitness centre for employees.
- 10 The logo and slogan are very old-fashioned. We need to the whole image of the product and bring it into the 21st century.
- 11 There is a lot of pressure on the government from consumer groups to the industry and remove controls, so customers can benefit from increased competition.
- 12 Following the report by the legal department and changes in the tax laws, the management decided to the situation and delay making a decision on the takeover.